

**USER GUIDE**

# ACCURO CLOUD USER ONBOARDING GUIDE

Getting to the Cloud: A Step-by-Step Guide for  
Accuro Users



 1.866.729.8889

 [www.AccuroEMR.com](http://www.AccuroEMR.com)

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## WELCOME TO ACCURO CLOUD

We're transitioning our clients to Accuro Cloud to stay at the forefront of digital technology, and to ensure your user experience is everything it should be.

## GET STARTED

You will receive communication letting you know it is time to create your Accuro ONE ID. Once you create your new log-in, your account will move to Accuro Cloud. Once you're ready to begin, please follow the below steps.

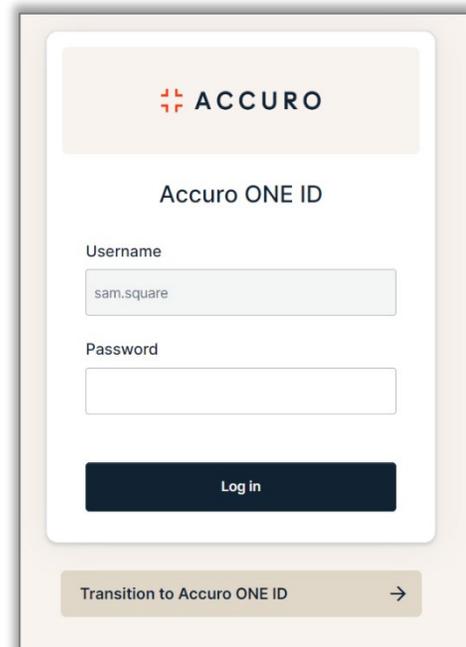
### User Account: Accuro ONE ID

Accuro ONE ID is your new log in. This will help you gain access not only to Accuro, but also to our other products going forward.

To get started:

1. Navigate to [accuro.cloud/upgrade](https://accuro.cloud/upgrade).
2. Log in with your current Username and Password.
3. Create a new Password for Accuro ONE ID. Make sure it fits all the listed requirements.
4. Set up your preferred Multi-Factor Authentication (MFA). Please review the [Multi-Factor Authentication](#) section of this document for more information and assistance in setting up MFA.
5. When prompted, enter your unique work email address if you have one.

You are now ready to log in to Accuro using your new Accuro ONE ID at [Accuro.Cloud!](https://accuro.cloud) Make sure to bookmark this new link on your computer's web browser.



The screenshot shows the Accuro ONE ID login interface. At the top, there is the Accuro logo. Below it, the text 'Accuro ONE ID' is displayed. There are two input fields: 'Username' with the value 'sam.square' and 'Password'. A 'Log in' button is located below the password field. At the bottom of the form, there is a button labeled 'Transition to Accuro ONE ID' with a right-pointing arrow.

For users in **Manitoba**, two additional steps will be needed before an Accuro Cloud account can be created. Visit our site [here](#) for more information and to view these steps.

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**Note:** If you are using ACCUROgo, your ACCUROgo login is your Accuro ONE ID. You can now log in to Accuro Cloud using those credentials.

## Why Should I Add My Email Address?

Adding your email address to your ONE ID account ensures the best security for your office and your patient's data. You will be notified by email if there is any new device login activity on your account.

This also allows us to contact you in the event of any issues with Accuro, and send you more information about other products, upcoming events, and education included in your subscription.

The following are the different types of emails you can expect from Accuro:

### Required Emails (Accuro ONE ID System Emails)

- Welcome (**account activation**) emails.
- Password resets.
- Account lockout help.
- New device login detected.
- Multi-factor enrollment and reset.

### Optional Emails

For optional emails, you will be able to manage your **opt-out preferences** using a link in the email:

- Information about new features and products.
- AccuroEMR issues or interruptions.
- Details about programs included in your subscription.
- CONNECT AccuroEMR newsletter.
- Event announcements.

**Note:** It is important to watch for phishing attempts through email. If you receive an email from us that you're not expecting, do not click on any links or attachments included in it. We will **never** ask you to provide your **password** or user **credentials** by email.

## Multi-Factor Authentication (MFA)

Multi-Factor Authentication is a security technology that requires more than one method of authentication. Entering your password is the first required method while your next method is selected by you. Speak to your IT professional to see what options might be best for you.

**Note:** Multi-Factor Authentication is required as part of the transition to Accuro Cloud. However, more than one additional Authentication method may be used for your account if desired. The first time you set up MFA, you will be prompted to prove your identity. While subsequent logins may not prompt you, certain conditions (location, change of device, etc.) will require you to prove your identity as an additional security measure.

### Phone

If you are comfortable using your smart phone for authentication, here are some options that might be right for you:

#### Okta Verify App

To prove your identity with Okta Verify, you can either **approve a push notification** or **enter a one-time code** the first time you sign in to Accuro Cloud.

Select **iPhone** or **Android** as your device type, then tap the link to **Download** Okta Verify or Google Authenticator onto your mobile device. You can also download your MFA app using the links below.

**Note:** Mac, iPhone, and iPad users who have enabled Private Relay on their device may experience an error when using Okta for MFA set up. To ensure that you do not have issues, please disable this service (or similar services) before attempting to connect.

**Okta Verify:** [Android](#) / [Apple iOS](#)

1. Download the application with the above links.
2. Open the application and select Add Account > Organization > Scan a QR Code.
3. At the Setup Okta Verify screen, scan the QR Code with your smart phone.
4. After completing this step, you will see the account added in your Okta Verify app.
5. Whenever prompted for your Okta Verify code, select Push Notification and approve on your smart phone OR select enter code, open your Okta Verify app and copy the code in the field.

**Note:** Okta Verify codes are only valid for a limited time. If you get an error when entering your verification code, you may need to return to your MFA app to get a new 6 digit code.

### Google Authenticator: [Android](#) / [Apple iOS](#)

1. Download the application with the above links.
2. Open the application and select Scan a QR Code or Enter a Setup Key.
3. Scan the QR with your smart phone or select **Can't scan?** to enter your secret key.
  - a. After scanning your QR code, enter the Code shown on your device.
  - b. After selecting **Can't scan?** enter your setup code into the Secret Key Field.
4. After completing either of these steps, you will see the account added in your Google Authenticator app.
5. Whenever prompted for your Google Authenticator passcode, open your Google Authenticator app and copy the code into the field.

**Note:** Google Authenticator codes are only valid for 30 seconds. If you get an error when entering your verification code, you may need to return to your MFA app to get a new 6 digit code.

## Computer

The Security Key or Biometric Authenticator gives you the ability to pick computer authentication options that you might already be using in your clinic. Some common options are:

### Windows Hello

This authentication method uses a biometric (fingerprint, iris scan, or facial recognition) or PIN. It is enabled for all Windows 10 users. Please see [Windows Hello Setup](#) for more information.

### Touch ID (Apple Devices Only)

Much like Windows Hello, Touch ID utilizes a fingerprint as a biometric to authenticate your account. Touch ID is only set up for iPhone, iPad, and MacBook Pro. Please see [Touch ID Setup](#) for more information.

### YubiKey

This is a physical hardware device (very similar to a USB Stick) and is used as a security token that allows users to add a second authentication factor. Please see [yubico.com](http://yubico.com) for more information.

### Authy

Authy will allow you to use either your computer or mobile device to set up MFA. It can work offline and is a great option for those wishing to use multiple ways to authorize accounts. Please see [authy.com](http://authy.com) for more information.

## Logging in with your Accuro ONE ID

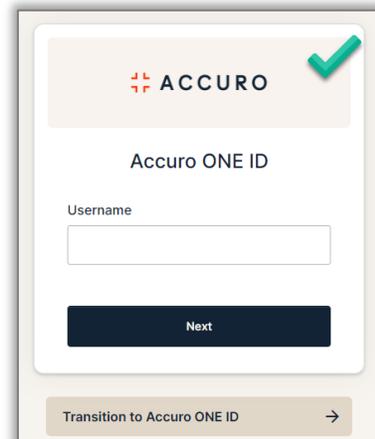
Now that you've transitioned to Accuro Cloud by creating your Accuro ONE ID, it is important to log in at <https://accuro.cloud> to benefit from using MFA and to keep your patient records protected. **Your previously used login will expire soon, so be sure to bookmark Accuro Cloud on all devices you use to access Accuro:**

- Different exam rooms at your clinic.
- Laptop or remote devices.
- Your home computer.

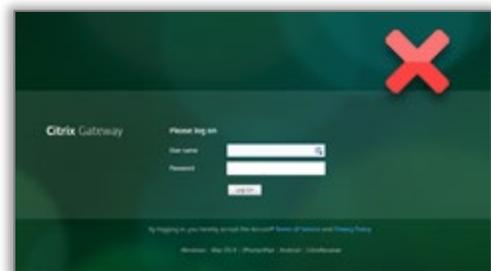
We have provided a checklist for fully transitioning to Accuro ONE ID below:

1. Create Accuro ONE ID.
2. Bookmark <https://accuro.cloud> on your favorite browser (we recommend Google Chrome).
3. Create a desktop shortcut to get to your Accuro login quickly.
4. Delete old bookmarks and shortcuts from all devices where you use Accuro.

Going forward, you will see the screen to the right when logging in. You can also create a desktop shortcut using the link <https://accuro.cloud>.



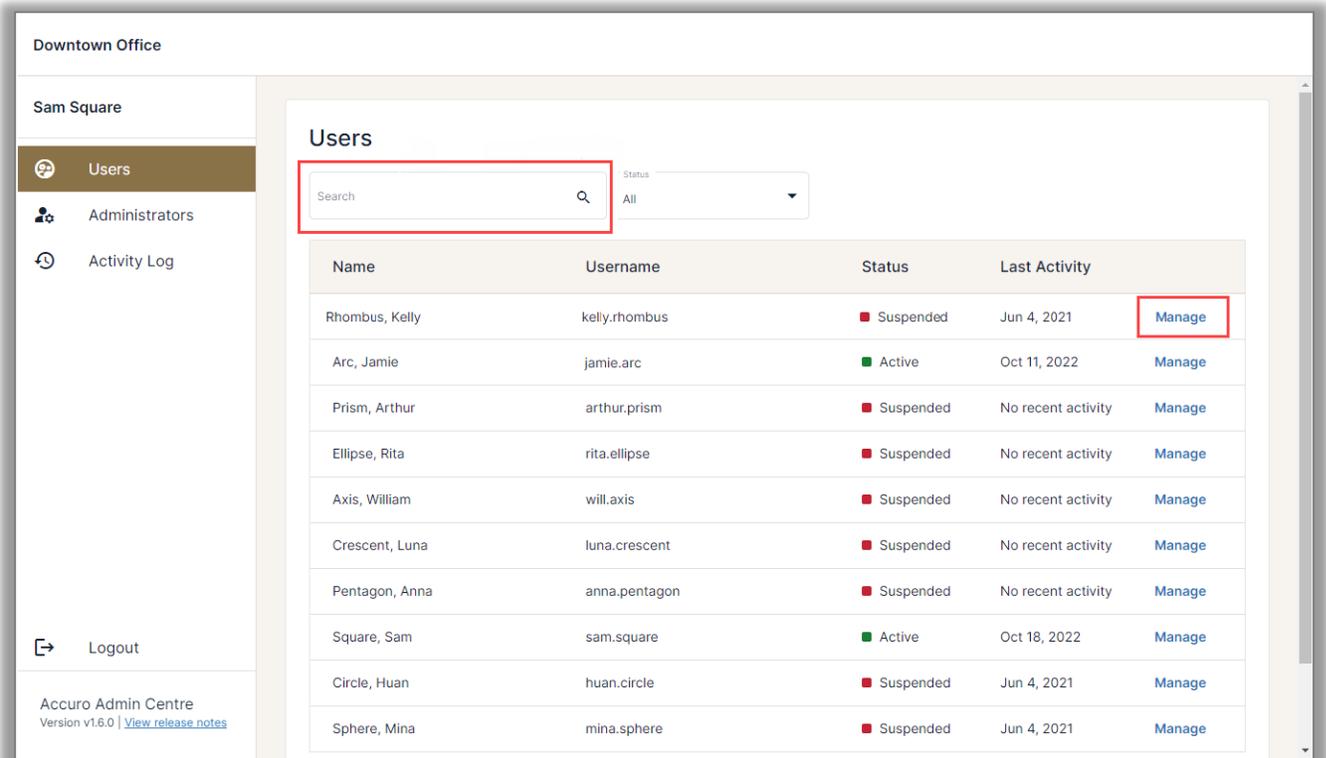
The Citrix Gateway will no longer be displayed (as seen on the right). Navigate to <https://accuro.cloud> to log in instead. We recommend deleting your existing shortcuts and bookmarks to ensure you don't log in using the previous method.



## Using the Accuro Admin Centre

Accuro System Administrators will have access to Accuro Admin Centre with their Accuro ONE ID. Accuro Admin Centre is a convenient way for System Administrators to change Accuro One ID passwords for themselves and users in their office.

To login to the Accuro Admin Centre, visit [accuroadmin.cloud](https://accuroadmin.cloud). Once logged in, either search for a name using the Search field or select the Manage button to access the User Management page.



**Downtown Office**

**Sam Square**

- Users
- Administrators
- Activity Log

Logout

Accuro Admin Centre  
Version v1.6.0 | [view release notes](#)

### Users

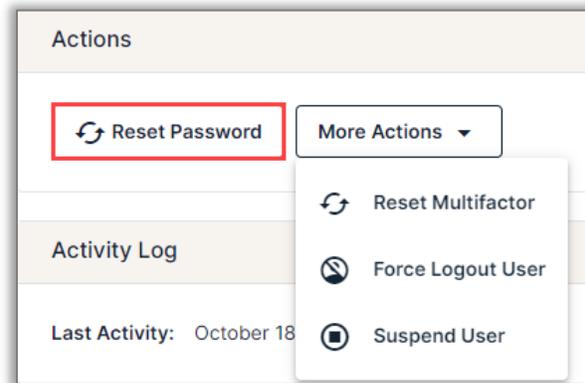
Search  Status: All

Name	Username	Status	Last Activity	Manage
Rhombus, Kelly	kelly.rhombus	Suspended	Jun 4, 2021	Manage
Arc, Jamie	jamie.arc	Active	Oct 11, 2022	Manage
Prism, Arthur	arthur.prism	Suspended	No recent activity	Manage
Ellipse, Rita	rita.ellipse	Suspended	No recent activity	Manage
Axis, William	will.axis	Suspended	No recent activity	Manage
Crescent, Luna	luna.crescent	Suspended	No recent activity	Manage
Pentagon, Anna	anna.pentagon	Suspended	No recent activity	Manage
Square, Sam	sam.square	Active	Oct 18, 2022	Manage
Circle, Huan	huan.circle	Suspended	Jun 4, 2021	Manage
Sphere, Mina	mina.sphere	Suspended	Jun 4, 2021	Manage

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Other options are also available. Once on the User Management screen, navigate to the Actions section to access the following account options:

- Reset Password.
- Unlock Account.
- Unsuspend/Suspend User.
- Reset Multifactor.
- Force Logout User.



For more detailed directions, see our [Help Article](#) and its attached Accuro Admin Centre User Guide.

## SUPPORT

### Clinic Support

QHR Technologies Inc. Client Services  
[accuroemr.com/client-support](http://accuroemr.com/client-support)

### Content Disclaimer

*All content in this User Guide is valid and deemed correct as of the date of publishing. The images and content are subject to change as the product develops and evolves. To view the most current version, please refer to the Accuro User Guide accessed from within Accuro (Accuro Start Menu > Help > Accuro User Guide).*